



27/07/2009

# Official Announcements

No. 17

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## Contents

**Framework university and framework examination regulations (RSPO) for degree courses at the University of Applied Sciences Eberswalde, Germany dated 27 July 2009, as amended on 11 June 2009**

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**Publisher:**  
The President

of the University of Applied Sciences  
Eberswalde



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## Framework university and framework examination regulations (RSPO) for degree courses at the University of Applied Sciences Eberswalde, Germany

In accordance with § 21 of the State of Brandenburg's law concerning higher education in Brandenburg (Brandenburg Higher Education Act – BbgHG) from 18 December 2008 (GVBl.I/08, p. 318) and Brandenburg's university examination regulations (HSPV) from 7 June 2007, the Senate of the University of Applied Sciences Eberswalde adopts the following framework university and framework examination regulations.

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### § 1 Subject

These regulations apply to all degree courses at the University of Applied Sciences Eberswalde with a university examination leading to a diploma, bachelor's or master's degree. They form the binding framework of the university and examination regulations for courses at the University of Applied Sciences Eberswalde. The functions, statuses and terms used in these statutes apply to both men and women.

### § 2 University and examination regulations for degree courses

- (1) University and examination regulations shall be issued by the relevant faculty council for each degree course. The number and type of examinations shall be regulated therein. The university and examination regulations for a degree course should be associated to one university and examination regulation. Subject-specific issues extending beyond the framework university and framework examination regulations shall be regulated in the university and examination regulations for the degree course.
- (2) The type and scope of examinations which form the basis of ECTS credits must be determined. If modules require preliminary examinations, the type and scope of these must be described. The study and examination requirements for a course are regulated together in one regulation.
- (3) In the case of cooperative degree courses, special provisions contained in the university and examination regulations for the respective degree course may differ from these framework university and framework examination regulations. Cooperative degree courses are characterised by signed cooperation contracts and agreements, memoranda of understanding or similar between the university and the partner.

### § 3 Official length and structure of courses

- (1) The official length of courses leading to a diploma degree is four years. It includes at least six theoretical and one or two practical semesters.
- (2) For courses leading to a bachelor's degree, the official length is at least three and no more than four years. Further details on the official period of study are contained in the study and examination regulations specific to each subject.
- (3) For courses leading to a master's degree, the official length is at least one but no more than two years. Further details on the official period of study are contained in the study and examination regulations specific to each subject.
- (4) 30 ECTS credits must normally be achieved in each semester.
- (5) The courses are structured so that at least 30 ECTS credits can be obtained per semester from the modules. Students must achieve at least 180 ECTS credits and a maximum of 210 ECTS credits for the bachelor's degree course and at least 300 ECTS credits for the master's degree, including the previous bachelor's degree.
- (6) For consecutive courses leading to degrees according to sections 2 and 3, the total period of study is no more than five years.
- (7) The official period of study includes the individual course sections, the practical projects integrated into the course, the practical semesters and the examination periods, including the time needed to complete the final thesis. The structure and content of the degree course must ensure the studyability of the classes offered, including the practical stages and the completion of all modules within the official study period.
- (8) Diploma degree courses pursuant to paragraph 1 are divided into basic and advanced. The basic course comprises at least two and a maximum of four semesters and leads to a preliminary diploma (Vordiplom). The advanced course comprises at least four and a maximum of six semesters and leads to the diploma (Diplom).

### § 4 Modularisation of classes offered, awarding of ECTS credits

- (1) The structure of the classes offered is modular. A module is a teaching unit which is restricted to one subject over a particular time period. ECTS credits are awarded based on examination results for that module. Modules can be composed of different teaching and learning forms and

are concluded by an examination on the basis of which ECTS credits are awarded. The modules are normally awarded 4, 6, 8, 10 or 12 ECTS credits.

- (2) The description of the modules must, in particular, incorporate the learning or skill objectives, content, teaching forms, attendance requirements, the performance recording process, including preliminary examinations and study time measured as ECTS credits. The description of the modules is part of the university and examination regulations for the course. A module catalogue containing all the course's module descriptions is compulsory for each course.
- (3) For modules there is a distinction between compulsory, elective and optional modules. Compulsory modules must be completed by all students. In the case of elective modules, students can choose from a range of modules defined in the university and examination regulations for the respective degree course. Optional modules are additional offers which are not required to pass the final examination. Additionally attended elective modules can be chosen as optional modules.
- (4) All compulsory and elective modules in a course must be offered once within the official study period. There is no guarantee that an elective module will be conducted if there are less than 5 registrations.
- (5) Each module is concluded with a module grade. The module examinations are held in the semester in which the module is completed. Module grades may comprise one or more graded examination performances, depending on the duration of the module. Modules that comprise only practical sections can be evaluated without a grade ("successful" / "unsuccessful").
- (6) Depending on the workload for the students, each module is allocated a specific number of ECTS credits in line with the European Credit Transfer System (ECTS). An ECTS credit corresponds to an overall work performance by the student of 30 hours; these include the time for self-study and exam preparation.
- (7) ECTS credits are only awarded for a module if the module grade is at least "sufficient" or the assessment of the practical study sections is "successful".
- (8) For practical study sections, project work, course work and final theses, ECTS credits are determined, according to the time involved, in the respective university and examination regulations for the course.
- (9) Based on the entire course, a proportion of 2/3 to 1/3 should be achieved for compulsory and elective modules.
- (10) Visiting students may be recognised as part of a teaching plan (Learning Agreement). The examining board shall decide.

#### § 5 Practical semesters and practical phases

- (1) At least one practical semester for a duration of at least 20 weeks must be completed on diploma degree courses. Further details are contained in the placement regulations for degree courses.
- (2) Practical or project phases are to be integrated into bachelor's and master's degree courses. Further details are contained in the university and examination regulations as well as in the placement regulations for degree courses.

#### § 6 General admission and examination requirements and examination organisation

- (1) Examinations for degree courses which form the basis of a diploma or bachelor's degree, can only be taken by students who
  1. are enrolled for the degree course at the university on the basis of a general university entrance qualification, a subject-specific university entrance qualification, an entrance qualification for universities of applied sciences or on the basis of an entrance qualification recognised as equivalent by legal regulation or by the responsible public authority, and are not suspended,
  2. from a vocational activity (placement before enrolment) of no more than 13 weeks as described in the examination regulations for the degree course, have performed at least 8 weeks by the start of the course and the remaining weeks by the preliminary diploma or by the end of the second semester and
  3. have performed the required preliminary examinations and in particular have stipulated proof of the number and type of successful participations in certain classes and have successfully completed the practical semester as outlined in the study plan,
  4. have demonstrated the subject-specific language skills required according to the degree course's examination regulations.
- (2) Examinations for degree courses which form the basis of a diploma or bachelor's degree, can only be taken by students who are enrolled for the course at the University of Applied Sciences Eberswalde. Course-specific regulations and exceptions are regulated in the university and examination regulations for the respective degree course.
- (3) Admission to a module examination may only be denied if:
  - a) the condition referred to in paragraph 1 is not met or
  - b) the student has lost their examination right because they did not meet the deadlines for registering for the respective examination or for taking the examination or
  - c) the student has failed either a preliminary diploma examination, a diploma examination, a bachelor's examination or a master's examination at a university subject to the Basic Law or has lost their examination right in related degree courses. Further details of related courses may be contained in the university and examination regulations for the degree course.
- (4) Once students receive confirmation of enrolment, they are automatically registered for the module examinations contained in the examination plan for the respective semester, including any resits offered.
- (5) Students are obliged to announce their elective modules. The faculty responsible for the degree course shall regulate the corresponding deadlines and procedures. Binding registration for elective modules must be submitted to the Department for Student Affairs not later than 4 weeks before the start of the examination period. The university and examination regulations shall determine the deadline for students to announce the elective modules to the faculty. If an elective module is not conducted due to an insufficient number of participants, students must choose from one of the remaining elective modules.
- (6) By registering for an elective module, the corresponding module is treated as a compulsory module with regard to examinations. Students are automatically registered for the module examinations and examination performances for that elective module within the examination period.
- (7) During an ongoing examination process, which may lead to the loss of the examination right, § 6 paragraph 5 and § 16 shall apply to examination performances in the unaffected modules.
- (8) Admission to module examinations may be dependent on the performance of preliminary examinations as outlined in the respective university and examination regulations. The examiner shall determine admission to module examinations based on preliminary examination performances. The Department for Student Affairs is to be informed about non-admissions.

- (9) Students can opt out of each module examination only once. A cancellation must be submitted to the Department for Student Affairs in writing no later than 7 calendar days before the start of the examination. In this case, students are automatically registered for the next examination in the examination period for this subject. This also applies to resits, with the proviso that students have not yet opted out of the examination in the respective module.
- (10) If a student participates in an examination without being permitted to do so, the examination shall be deemed to have not been taken; the examining board shall decide on any exceptions.
- (11) For degree courses where modules are attended at another university in accordance with the university and examination regulations, the legal examination regulations of the partner university or the regulations in the cooperation agreement shall apply.
- (12) Studies and examinations may not be performed during leave of absence. This does not apply to students who are on leave due to family obligations. The official study period may not fall short due to the leave of absence.

#### § 7 Examination performances and preliminary examinations

- (1) An examination performance is the individual, specific examination process. It will be graded. Examination performances include:
  - a) oral examinations, papers, presentations and/or
  - b) written tests and other written work and/or
  - c) project work.
- (2) Preliminary examinations shall be performed as part of participation in modules. The results of preliminary examinations are not included in the module grade.
- (3) The university and examination regulations for degree courses allow for other controlled and comparable examination performances and multimedia-supported examinations. Pure multiple choice examinations are not allowed.
- (4) If a student can demonstrate that he or she suffers from a long-term illness, has a permanent physical disability or serious family obligations and is therefore not able to take examinations wholly or partially in the prescribed form, the student is granted more time to perform the examination or take equivalent examinations in another form. The examining board will make a decision after a medical or equivalent certificate has been submitted.
- (5) The particular issues of students with a child for which they bear custody and with whom they live in one household, students with a chronic illness or disability, students who are solely responsible for the care of close relatives (children, parents, grandparents, spouses and unmarried cohabiting partners), should be given priority in the allocation of study projects, placements or field trips and oral examinations, and when enrolling for elective courses, if they have requested this in advance from the relevant examining board. The reasons must be substantiated in the application.

#### § 8 Oral examinations

- (1) The student should demonstrate in the oral examinations that he or she recognises the relationships in the examination subject and is able to analyse special aspects against the background of these relationships. It should also be determined whether the student has the relevant basic knowledge.
- (2) Oral examinations shall be conducted as individual or group examinations with at least two examiners (collegial examination) or with one examiner in the presence of a competent ob-

server. In an oral examination, the examiner must represent the respective subject or have obtained permission from the appropriate faculty director for the respective subject. The number of participants in group examinations is limited to a maximum of three.

- (3) The duration of the oral examination should be at least 15 minutes per student and not exceed 30 minutes, with the exception of oral examinations for final theses where this is regulated in the university and examination regulations for the degree course. The examination time for group examinations will increase in proportion to the number of participants.
- (4) The main objects and results of oral examinations shall be recorded in a log. The result of the oral examination shall be announced to the student after the examination, with the possible exception of papers and presentations.
- (5) Students who wish to take the same examination in another examination period should be allowed to listen in depending on the physical space available, unless the examiner or candidate objects. However, this authorisation does not extend to consultation and the announcement of results.
- (6) Oral examinations for modules which are not taught over the entire semester (block modules) may take place directly at the end of the teaching part of the module, during the lecture period.
- (7) Papers or presentations held in front of students, may be conducted outside the examination period, in particular during the lecture period and be evaluated by at least one examiner.

#### § 9 Written examinations

- (1) In written tests and other written work, the student should demonstrate that he or she can solve tasks and deal with subjects within a limited period of time and with the approved aids and current methods used in that subject. It should also be determined in the written test whether the student has the relevant basic knowledge. Candidates may be given topics to choose from.
- (2) Written tests shall be compiled by the examiner representing the respective subject or by an examiner who has gained permission from the appropriate faculty director for the respective subject.
- (3) The duration of the written test may not be less than 90 minutes and should not exceed 180 minutes.
- (4) The examiner shall ensure that written tests are supervised. Special incidents such as candidates discontinuing the test, disturbances or fraud shall be recorded.
- (5) Written examinations for modules which are not taught over the entire semester (block modules) may take place directly at the end of the teaching part of the module, during the lecture period.
- (6) The results of written work must be announced to the Department for Student Affairs no later than 6 weeks after the start of the lecture period of the subsequent semester. The results of written examination performances from the last semester of a degree course must be announced a week before the start of the lecture period of the subsequent semester. Exceptions to this deadline may be approved by the faculty director in justified exceptional cases. Students and the Department for Student Affairs must be informed of these exceptions. If these deadlines are not kept then the Department for Student Affairs must inform the responsible faculty director.

#### § 10 Project work



- (1) Project work will usually test a student's team work skills and, in particular, his or her ability to develop, implement or present concepts. Here, students must demonstrate that they can define objectives for larger tasks and develop interdisciplinary solution approaches and concepts.
- (2) For project work which must be passed in order for a student to continue the course, § 16 (8) shall apply accordingly.

#### § 11 Assessment of examination performances and grades

- (1) A module grade is awarded for each module. Each module grade is included on the student's certificate; they form the basis for determining the overall grade.
- (2) Examinations taken in optional modules shall be shown on the student's certificate if requested. These grades are not considered in determining the overall grade.
- (3) The grades for each examination shall be determined by the respective examiners. For a differentiated evaluation of examination performances, the individual grades may be increased or decreased by 0.3 to intermediate values.  
The following grades are to be used for assessing examination performances:
  - 1.0; 1.3 = very good = an excellent performance;
  - 1.7; 2.0, 2.3 = good = performance well below average requirements;
  - 2.7; 3.0; 3.3 = satisfactory = performance meets average requirements;
  - 3.7; 4.0 = sufficient = performance just meets requirements despite shortcomings;
  - 5 = unsatisfactory = performance does not meet requirements due to significant shortcomings.
 No other grades may be awarded.
- (4) If a module examination consists of one examination performance, the module grade is the examination grade. If a module examination consists of several examination performances, the module grade is calculated from the average of the individual examination performances, and if necessary, weighted according to the university and examination regulations for the course. When calculating module grades, only the first digit after the decimal point is taken into account; all other decimal places are ignored without being rounded up or down.
- (5) To determine the overall grade of the preliminary diploma examination and the overall grade of the final certificate of the diploma, the bachelor's or master's examination, the module grades of all modules are weighted according to the university and examination regulations of the courses, to form an average. Paragraphs 4 and 6 shall apply in determining the overall grade for the final certificate. The module grades weighted according to ECTS credits are not rounded up or down to calculate the final grade.
- (6) A module grade calculated from a number of examination results, or the overall grade of the preliminary diploma and the final certificate referred to in paragraph 5 may be:
  - For an average up to and including 1.5 = very good
  - For an average over 1.5 up to and including 2.5 = good
  - For an average over 2.5 up to and including 3.5 = satisfactory
  - For an average over 3.5 up to and including 4.0 = sufficient
  - For an average over 4.0 = unsatisfactory.
 Final certificates with an overall grade of 1.3 or better will be awarded 'with distinction'.
- (7) For performances achieved in group work, each student's individual share of work must be recognisable and assessable.
- (8) In addition to the overall grade according to paragraph 5, an ECTS grade is awarded as a supplement to the German grade for degree courses. Students who have successfully completed the course shall obtain the following ECTS grades:
  - A = best 10%

- B = next 25%
- C = next 30%
- D = next 25%
- E = next 10%

The basis for calculating ECTS grades for students are the final course grades for all students of the degree course in question for the last six semesters. For newly established courses, the ECTS grade is calculated for the first time when there are at least 30 overall grades for graduating in the respective degree course. If there are not 30 overall grades available when students complete the course, then those students shall receive certification of their ECTS grades as soon as the grade can be calculated and on request.

- (9) No ECTS grades shall be awarded for individual modules. On request, the examiner shall determine the ECTS grade for foreign visiting students. The ECTS grades FX and F are awarded to unsuccessful students for individual modules. FX means "Fail – improvements are needed before the credit can be awarded", and F means "Fail – considerable improvements are needed before the credit can be awarded".
- (10) If students obtain creditable performances assessed with ECTS grades, then these ECTS grades shall be accredited to their grades, provided that no other regulations have been agreed in a cooperation agreement, according to the table below:
  - A 1.0
  - B 1.7
  - C 2.0
  - D 3.0
  - E 4.0
  - FX / F 5.0

#### § 12 Failure, withdrawal or breach of regulations

- (1) An examination performance is considered "unsatisfactory" (5.0) if a candidate fails to keep a binding examination deadline without good cause or if a candidate withdraws from an examination before its completion without good cause. The same applies if a written examination performance is not completed within the stipulated period or if the deadline for coursework or a thesis is not met. If an examination is completed properly then a withdrawal is not possible.
- (2) The alleged reason for a withdrawal or failure must be submitted in writing immediately to the Department for Student Affairs and substantiated. In case of illness, the inability of the candidate to take the examination must be proven by submitting a medical certificate, and in cases of doubt by submitting an official medical certificate, at the discretion of the examining board. In respect of keeping deadlines for initial examination registration, retaking examinations and the reasons for failing to complete examinations and complying with deadlines for examination work, the illness of a child predominantly in the candidate's sole care shall be considered the same as the candidate's illness.
- (3) If a candidate attempts to influence the result of his or her examination through deception or using unauthorised means or does not mention sources or aids used for the written work, the examination performance shall be deemed "unsatisfactory" (5.0). A candidate who disrupts the orderly conduct of the examination may be excluded from continuing to take the examination by the examiner; in this case the examination performance will be given the grade "unsatisfactory" (5.0).
- (4) The candidate may appeal within a period of 1 month and demand that the decisions are reviewed by the examining board in accordance with paragraph 3, sentence 1 to 2. Candidates must be informed in writing immediately of incriminating decisions; these must be substantiated and students must be given information on legal remedies.

### § 13 Passing and failing an examination

- (1) A candidate shall pass a module examination if the module grade achieved is at least "sufficient" (4.0). If a module, due to the extent of the studies involved, is divided into sub-modules which are concluded with individual grades or sub-examinations, the overall grade is calculated according to the arithmetic average of the grades for each sub-module. This applies even if a student has failed a sub-module, and cannot produce a sufficient performance/examination result even after several authorised attempts. Depending on the course specialisation, specific course requirements and scope of the course, the individual grades may be given a special weighting. Further details are contained in the university and examination regulations specific to each course.
- (2) The candidate will be informed whether they have passed or failed a written module examination by the Department for Student Affairs. Candidates shall be informed via the website by the Department for Student Affairs that the examination results have been announced. In order to safeguard the legitimate interests of respective parties, examination results are only published with a registration number.
- (3) If a student fails a preliminary diploma examination or final examination, on request and on submission of the corresponding proof and confirmation he or she is leaving the university, he or she will be issued a certificate which contains the examination performances and from which it is recognisable that the preliminary diploma examination or final examination has definitely not been passed.
- (4) The candidate may appeal against the assessment of an examination performance informing the examining board within 1 month of the announcement of the examination results. For students who, in accordance with university and examination regulations, are not at the university or are taking a semester off, the deadline for appeal is the date of the first lecture of the following semester.
- (5) The examiner will ensure that candidates are able to view assessed written work, examination records and assessments of their final thesis within the objection period.
- (6) It is possible to view examination documents according to paragraph 5 at the respective faculty. Examination documents are the property of the university. The right to view examination documents does not entitle candidates to make copies and transcripts.

### § 14 Optional examination

For all suitable courses, the examination regulations shall define in what circumstances a final examination taken within the official study period is non-binding where the examination assessment is a fail (optional examination). A passed optional examination may be repeated to improve the grade. Optional examinations may be available in courses which place particular / exceptional subject-specific demands and responsibilities on students.

## § 15 Final thesis

(1) The final thesis is a written examination performance. It aims to demonstrate that the candidate is able to deal with a problem independently within a specified period of time according to scientific methods.

(2) Final theses in degree courses are:

Diploma degree course – diploma thesis to be completed within 3 months and worth at least 12 and no more than 15 ECTS credits

Bachelor's degree course – bachelor thesis to be completed within 9 weeks and worth at least 6 and no more than 12 ECTS credits

Master's degree course – master thesis to be completed within 6 months and worth at least 15 and no more than 30 ECTS credits

If the final thesis is completed at the same time as classes are attended or is implemented at institutions other than the university during the official study period, an extension may be granted. However, this extension may not be more than twice the amount of time allocated to the thesis in the university and examination regulations for the degree course. The final thesis may be completed as part of a project module. The university and examination regulations for the degree course shall determine the precise deadlines for completing and registering the final thesis.

(3) Thesis deadlines may be extended by no more than one month for bachelor theses and by two months for diploma and master theses, at the request of the candidate for reasons beyond his or her control.

(4) The subject, issues and scope of the final thesis must be limited such that the deadline for completing the thesis can be met. The student may submit a desired subject.

(5) Professors, including visiting professors, representatives of professors and honorary professors from the University of Applied Sciences Eberswalde may propose subjects for the final thesis in their specialist areas. Other full-time scientific personnel at the university, lecturers and persons with professional experience or training, may receive permission by the faculty director to issue final thesis topics. Only persons listed in § 20 paragraph 5 BbgHG may provide advice on the assessment of final theses and final oral examinations. Assessments for the grading of final theses may also be compiled by persons with practical professional experience or training, provided they possess at least the qualification to be recognised with the final thesis or an equivalent qualification.

(6) Assessors of final theses must belong to the university. The university expert is the contact for any issues concerning the final thesis. The second expert shall be selected in consultation with the first.

(7) The final thesis may be completed by a group of maximum 3 students, if the individual candidate's contribution to be assessed as his or her examination performance can be clearly distinguished and is assessable based on the use of sections, page numbers or other objective criteria. Thesis deadlines may be extended by no more than two months at the request of the candidate on grounds beyond his or her control.

(8) On registering the final thesis, the student on the respective degree course shall receive objectives with working topics, key focus areas, thesis start time, submission deadline and the names of their assessors. Registration will be signed by the student, the university assessor and the chairman of the examining board. The registration of the final thesis is to be put on record in the faculty office.

- (9) On registering their final thesis, a candidate shall declare whether he or she agrees to let the university publish their final thesis or parts thereof and to grant the university use and exploitation rights.
- (10) The subject of the final thesis may only be returned once within four weeks of registration.
- (11) Three copies of the final thesis are to be submitted to the faculty office or sent to the faculty director's office with a postmark dated no later than the last day of the deadline. The faculties may determine that the final thesis must be submitted in electronic form. The submission date is to be recorded. Candidates must guarantee in writing in the thesis that they have written the final thesis themselves – in case the work was done in a group, that they have written their section of the work themselves – and that they used no sources or aids other than those specified.
- (12) A summary is to be completed for each thesis and submitted separately. This summary is included in the assessment. By registering the thesis, the student agrees to have the summary published.
- (13) Two graded assessments shall be compiled for the final thesis. Where the grades differ by more than 1.0, the examining board shall commission another assessor to compile an assessment. The grade is calculated from the arithmetic average of the assessments. The assessment procedure should not exceed 6 weeks. If this period is exceeded then this must be justified to the faculty director; students are to be informed.
- (14) The university and examination regulations for degree courses may make provisions for students to defend their work in an oral examination. The oral examination for the thesis must take place promptly after the assessment has been submitted. The result of the oral examination is included in the assessment. Further details are contained in the university and examination regulations for the degree course.
- (15) The student and the assessor shall decide whether the thesis is to be included in the university library, depending on the result and the subject of the work.
- (16) The thesis will be archived; the faculty director shall decide on the procedures.

#### § 16 Resitting module examinations

- (1) Failed examinations can be retaken once. Failed attempts in the same course at another university are to be counted.

On diploma degree courses, a maximum of two failed examinations for both basic and advanced courses may be repeated twice. Additional second resits are not possible. A student's examination right shall expire if he or she fails a third resit (taken for the first time) in the basic or advanced course.

On bachelor's degree courses, a maximum of three failed examinations may be repeated twice. Additional second resits are not possible. A student's examination right shall expire if he or she fails a fourth resit (taken for the first time).

On master's degree courses, a maximum of two failed examinations may be repeated twice. Additional second resits are not possible. A student's examination right shall expire if he or she fails a third resit (taken for the first time).

A student's examination right shall expire if the second resit is not passed. The preliminary diploma examination, the diploma examination, bachelor or master examination is definitely failed if the last possible resit is graded as "unsatisfactory (5)". As a result, the student has to leave university.

A candidate who is resitting examinations for a second time must notify the Department for Student Affairs before the examination date. Students will receive notification of permission to take the examination by the Department for Student Affairs which they then give to the examiner before the examination.

- (2) Resits will usually take place during the examination period of the subsequent enrolment year. Shorter deadlines may be determined in the university and examination regulations for the degree course. Resits shall be offered such that they can be taken in the official study period. For examinations from the last semester of the official study period of a course, the examinations are to be offered in the following semester. Faculties shall ensure that if resits are necessary within the examination period, they are offered no later than 2 semesters from the last examination date.
- (3) If a resit is offered in the lecture period of the subsequent semester, only students of the respective enrolment year who failed the examination or did not participate in the examination due to illness are permitted to sit this retake. The examining board shall decide on any exceptions. Students taking resits in the lecture period must register with the faculty office. Students may cancel their participation in a resit during the lecture period. The cancellation must be submitted to the faculty director's office in writing no later than 7 calendar days before the start of the examination.
- (4) Resits must usually be carried out in the form outlined in the university and examination regulations. In exceptional cases, the examiner may determine another examination form for the resit (for example, oral examination instead of a written examination).
- (5) It is not possible to resit a passed module examination, with the exception of cases pursuant to § 14.
- (6) If failures are offset in a module examination consisting of several examination performances, then examinations may only be retaken if the module grade was unsatisfactory (worse than 4.0). In the case of unsatisfactory module grades, the examination graded as unsatisfactory is to be repeated. If there are several failures then the examiner decides which of the examination performances graded unsatisfactory are to be repeated.
- (7) Oral examinations which must be passed in order for a candidate to continue the course (last chance to resit) must be assessed by two examiners. Failed written examinations which must be passed in order for a candidate to continue the course (last chance to resit), must be assessed by a second examiner. The grade is calculated from the arithmetical average of the individual assessments.
- (8) The final thesis may, if awarded a grade worse than "sufficient" (4.0), be rewritten on a new subject only once. A return of the subject of the final thesis as outlined in § 15, paragraph 10 shall only be allowed if the candidate has not done this in preparing his or her first piece of work. If rewritten, the final thesis must be registered no later than 6 months after the announcement of the results of the first examination attempt. The examining board shall decide on any exceptions.
- (9) The oral examination for the final thesis may, if awarded a grade worse than "sufficient" (4.0), be repeated only once. If the grade of the repeated oral examination for the final thesis is worse than "sufficient" (4.0), then the final thesis has not been passed.

#### § 17 Degree certificate and degree document

- (1) Students shall receive a certificate for a passed preliminary diploma or a final examination after the last examination result, within four weeks if possible. The module grades from the basic course and the overall grade are to be listed on the preliminary diploma certificate. The module grades, the subject of the final thesis, its grade and the overall grade are to be listed on the final examination certificate. Furthermore, the field of study and any specialisations and – at the request of the student – the results of module examinations for modules other than those prescribed (optional modules) taken at the University of Applied Sciences Eberswalde, and the time needed to complete the course are to be included on the certificate. The final certificate is issued with the date of the last examination.
- (2) At the same time as receiving the final examination certificate, the student is also given the diploma, bachelor's or master's degree document with the date of the certificate and a diploma supplement. The awarding of the academic degree is attested in the degree document. The diploma, bachelor's or master's degree document and certificate are signed by the faculty director and the chairman of the examining board and stamped with the university seal.

#### § 18 Invalidity of examinations

- (1) If the student has cheated in an examination and this fact is determined after the certificate has been issued, then the grade of the examination performance can be adjusted accordingly by the examining board. If required, the module examination can be declared a fail. The same applies to the final thesis.
- (2) If the pre-requisites for the acceptance of a module examination were not met, without the student intending to deceive, and this fact is only known after the certificate has been issued, this error will be rectified by passing the examination. If the student has deliberately and wrongfully ensured that he or she was able to take the module examination, then the examining board may declare the module examination as "insufficient", and the preliminary diploma and final examination as "failed". The student must be given the opportunity to make a statement to the examining board before a decision is taken.
- (3) The incorrect certificate is to be withdrawn and, where appropriate, a new one is to be issued. If an examination performance is declared "failed" due to cheating, both the incorrect certificate and degree document are to be withdrawn. A decision according to paragraph 1 and paragraph 2, sentence 2 is excluded after a period of five years from the date of the final certificate.

#### § 19 Accrediting study time and examinations

- (1) Study time, ECTS credits and examination performances from other universities of applied sciences and universities are to be accredited, where these are equivalents. Study times and examination performances are equivalent if they largely correspond to those of the respective degree course at the University of Applied Sciences Eberswalde in content, scope and requirements. An overall view and assessment should be made here and not a schematic comparison. In accrediting study times and examination performances achieved outside the Federal Republic of Germany, equivalency agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and the German Rectors' Conference, as well as agreements made as part of university partnerships shall be taken into account. A preliminary diploma examination in a similar degree course at another university shall be recognised without checking its equivalence. A credit transfer from a diploma degree course which represents a first vocational university degree and, in addition to the bachelor degree, provides access to a master's degree course, is not permitted. However, additional performances which were not included in the final grade for the first university degree may be accredited. The examining board shall decide.
- (2) Paragraph 1 shall apply accordingly to periods of study and examination performances achieved in state-approved correspondence courses; paragraph 1 shall also apply to periods of

study and examination performances carried out at other educational institutions. Knowledge and skills acquired outside of higher education can be accredited by up to 50% for a degree course if they are equivalent in content and level to the part of the course they are replacing.

- (3) Relevant practical semesters and vocational activities are to be accredited.
- (4) The examining board shall decide on the accreditation of study times and examination performances at the request of the student, if necessary in consultation with the professor responsible for that subject. Coursework and examination performances can only be accredited if the grades are comparable.
- (5) Students must submit the necessary documentation for accreditation in the first four weeks of the respective semester. Once the grade has been accredited the matter is closed.
- (6) Applications for accreditation of study times and examination performances for entry in a higher semester must be submitted along with the enrolment application to the Department for Student Affairs. Accreditation shall always occur under the premise that students are not granted rights to classes which correspond to course progress already demonstrated through accreditation. Incorporation in a higher semester occurs through the course's examining board.
- (7) Students who have acquired their university entrance qualification from outside the Federal Republic of Germany may be exempt from the module examination for a foreign language, on request to the examining board, whereby the ECTS credits to be achieved in the foreign language must be compensated for by another module.

#### § 20 Examiners and observers

- (1) Full-time scientific personnel at the university, lecturers and persons (examiners) with professional experience or training, are entitled to accept examination performances. Examiners should only be persons who fulfil teaching duties. Examiners must possess at least the qualification to be recognised with the examination or an equivalent qualification. § 15 (4) shall apply to final theses.
- (2) The examining board shall inform the Department for Student Affairs about examiners along with the examination plan.
- (3) Only persons with a university degree may be appointed as observers.

#### § 21 Examining board

- (1) An examining board for each degree course shall be formed for the organisation of examinations and for tasks allocated according to these regulations. If several courses are assigned to one faculty then the faculty council may appoint a joint examining board. The examining board comprises five members, including three professors, one research assistant and a student representative. The term of office is three years and 1 year for the student representative.
- (2) The members of the examining board and their representatives shall be appointed by the relevant faculty council. This shall occur separately according to status groups, whereby representatives of one status group may only appoint candidates from their own group. The chairman and his or her deputy are chosen by the examining board. The chairman of the examining board must be a professor.
- (3) The examining board shall ensure that the provisions of the university and examination regulations are complied with. In addition to the duties specified in § 23, it is responsible for organising the examinations. The examining board provides suggestions for reform of the university and examination regulations.



- (4) The Department for Student Affairs shall be informed in writing of all the decisions taken by the examining board.
- (5) The members of the examining board have the right to be present during exams.
- (6) The members of the examining board are subject to official secrecy. If they are not members of the civil service, they must be bound to confidentiality by the board.
- (7) The chairman of the examining board shall convene the board to attend meetings. The meetings must be called in writing at least one week in advance of the meeting. In urgent cases, meetings may be called with 24-hours notice or resolutions may be passed by circulation.
- (8) The examining board has a quorum if, in addition to the chairman or his/her representative, at least two other members entitled to vote are present and the invitations to members of the examining board have been sent out correctly and in due time. It decides by simple majority. In case of a tie, the chairman shall have the casting vote.
- (9) The examining board may revocably transfer powers to the chairman of the examining board.
- (10) The examining board shall determine a schedule (examination plan) for examinations to take place during the examination period. The examination plan shall be deemed binding 2 weeks before the start of the examination period. Amendments are then only possible in urgent cases at the discretion of the examining board. The binding examination plan, including examination dates and the examiners for the examination period, shall be published 14 days before the start of the examination period by the chairman of the examining board.

## § 22 Deadlines

- (1) Failed examinations must be retaken in the course of the next two semesters. Cancelling registration for the examination in this case is not possible. A student's examination right shall expire if the deadline is not kept. Deadlines which lead to the loss of the examination right can be extended by the examining board, in particular in case of illness, maternity and other reasons not attributable to the student. The resit deadline for failed examination performances may be extended by one holiday semester, practical semester or semester abroad, should any of these reasons occur by the last possible examination date.
- (2) Examinations may be taken before the deadline specified in the university and examination regulations for the degree course if the performances required for admission to examinations have been demonstrated.
- (3) In courses with more than 4 semesters, students must have demonstrated at least 60 ECTS credits by the end of the 3<sup>rd</sup> semester. Otherwise, they shall be invited to a mandatory consultation by the examining board.
- (4) In the mandatory consultation, a course plan and an examination schedule are compiled, which results in compulsory examination registration. Students who do not attend the mandatory consultation or do not meet examination deadlines set by the examining board in the mandatory consultation will lose their examination right.
- (5) The final thesis shall be registered by the end of the last regular semester of a degree course. The registration deadline may be extended appropriately, at the request of the student. If a student does not adhere to the registration deadline, that student shall lose his or her examination right. The respective examining board shall decide on any exceptions. Earlier registration dates can be set in the university and examination regulations for the respective degree courses.

- (6) If an examination right has not expired, it shall continue until the end of the third year following the year in which the student left university, provided that the necessary examination conditions for the corresponding subject were met before the student left university.
- (7) In special cases, especially for social reasons (maternity, care-giver for close relatives, etc) the examining board shall facilitate the adherence to official study periods and set alternative deadlines by means of a special course plan. § 18, paragraph 1, sentence 4 BbgHG shall apply accordingly.
- (8) The retention period of examination documents is 5 years. After this period, examination documents may be destroyed.

### § 23 Responsibilities

- (1) In particular, the examining board shall make decisions on:
  - a) applications according to the university and examination regulations
  - b) the consequences of infringements against the university and examination regulations
  - c) exceptions to the university and examination regulations in exceptional cases
  - d) accreditation of examinations and study times
  - e) planning and schedule of examinations in the examination period and compliance with examination deadlines
  - f) appointment of examiners and observers
  - g) appeals against the result of an examination; if the appeal is dismissed, then the process is to be passed on to the study commission via the Department for Student Affairs
  - h) loss of the examination right
  - i) admission to examinations in exceptional cases or in case of doubt.
- (2) The examiner will decide whether an examination has been passed or failed.
- (3) The study commission will decide conclusively on appeals, where the examining board has not redressed the issue itself. The study commission is also responsible for cross-disciplinary exceptions. The study commission shall ensure compliance with the principles of the university and examination regulations, make recommendations and draw up proposals for amendments to the university and examination regulations.
- (4) The Department for Student Affairs is responsible for the administration and announcement of examination results and issues certificates and documents. The Department for Student Affairs shall notify students of infringements to the university and examination regulations and initiate hearings. The examining board shall then decide on the consequences of infringements against the university and examination regulations.
- (5) Applications to the examining board must be submitted to the Department for Student Affairs.

### § 24 Purpose of grading test / responsibility

- (1) Grading tests may be set in degree courses according to § 22 BbHG.
- (2) Students who possess an entrance qualification for universities of applied sciences or a university entrance qualification and have acquired the knowledge and skills which justify being placed in a higher semester may sit a grading test.
- (3) The provisions of the framework university and framework examination regulations shall apply mutatis mutandis to the grading test. In cases of doubt, the examining board for the respective degree course shall decide.

#### § 25 Admission to the grading test

- (1) Applicants with an entrance qualification for universities of applied sciences or a university entrance qualification are admitted to the grading test.
- (2) The application for admission to the grading test must be submitted in writing by candidates to the Department for Student Affairs no later than 15 January for the subsequent winter semester and/or 15 July for the subsequent summer semester.
- (3) The following documents must be attached to the application:
  - a) a curriculum vitae with details of how the necessary knowledge and skills for the grading test were acquired,
  - b) a university entrance qualification certificate or an entrance qualification certificate for universities of applied sciences,
  - c) if appropriate, proof of the required practical activity,
  - d) if applicable, certified copies of a certificate from a completed vocational training course, the location of a professional activity and a certificate from a completed vocational training course,
  - e) proof of any vocational continuing or further training measures,
  - f) a statement as to whether and for what course an application for a grading test has already been submitted at a university of applied sciences,
  - g) a statement as to whether and with which results any other degree courses in the desired field of study were previously started.
- (4) The application should state whether a grading test for accrediting one semester (minimum requirement) or several semesters is requested.
- (5) The examining board shall decide on admissions to grading tests. Regulations about the allocation of study places shall remain unaffected.
- (6) Applicants who have already studied on a comparable course and for whom the requirements for enrolment are not present, may no longer be admitted to the grading test for these degree courses.
- (7) The Department for Student Affairs shall inform the candidates in writing about the decision regarding their admission. If the candidate is admitted to the grading test, then the notification shall include any admission restrictions related to the individual semester for the desired degree course. The decision does not entitle the candidate to take part in the course. Any negative decision must be substantiated and accompanied by information on legal remedies.

#### § 26 Counselling / registration for the grading test

- (1) Along with admission confirmation, the candidate will also be asked to attend a consultation in which he or she is given comprehensive information about the individual examination reports, the requirements and how the examinations will be conducted. The consultation shall be conducted by a professor appointed by the examining board and an observer.
- (2) After the consultation, the candidate can register for the examination.

#### § 27 Contents, scope and forms of the grading test

- (1) In the grading test, knowledge and skills shall be demonstrated which are accreditable to examination performances worth at least 30 ECTS credits.
- (2) Knowledge and skills acquired outside of higher education can be accredited by up to 50% for a degree course if they are equivalent in content and level to the part of the course they are replacing. § 22 BbHG applies accordingly.
- (3) The examinations shall be held in the next possible examination period, in accordance with the university and examination regulations for the applied course. There is no entitlement to non-regular examinations. The number of examinations and examination areas shall be determined by the examining board in each case, taking into account details about the respective candidate.
- (4) Grading tests may not be taken as group examinations.

#### § 28 Evaluating the grading test

- (1) § 7 to § 13 of these regulations shall apply for the assessment of the examinations.
- (2) The grading test is passed when all examinations have been successfully completed in accordance with § 27, paragraph 2.
- (3) A grading test may not be repeated.

#### § 29 Grading

- (1) As a result of passing the grading test, the applicant is eligible to take the course in a section of the degree course corresponding to the result of the grading test in the semester subsequent to the grading test, provided that there are no regulations to the contrary in respect of the awarding of university places. The right to take part in a degree course shall expire if the applicant does not enrol within two years of passing the grading test. In exceptional cases, this deadline may be extended by the examining board.
- (2) The following shall apply to enrolment in the corresponding section of the course as a result of a grading test conducted by the examining board: the grading for each semester is subject to the examination performances resulting from the university and examination regulations for the degree course in the respective semester.

#### § 30 Certificates

- (1) The candidate will be informed in writing by the Department for Student Affairs about the result of the grading test. If the examination is passed, the candidate shall receive the following:
  - a) notification that the grading test has been passed,
  - b) the extent to which the knowledge and skills of the candidate are to be accredited to examination performances,
  - c) the semester into which the candidate is to be admitted and what examination performances and placements are yet to be completed,
  - d) the grading of the course sections to be accredited is calculated according to the weighted average of ECTS credits for completed examination performances.
- (2) The certificate is sealed and signed by the chairman of the examining board. It only applies to the respective degree course at the University of Applied Sciences Eberswalde.

§ 31 Entry into force, expiry

(1) These framework university and framework examination regulations shall enter into force on the day after their publication on 27 July 2009 at [www.fh-eberswalde.de](http://www.fh-eberswalde.de).

(2) At the same time, the framework examination regulations from 8 September 2005 shall expire.

Eberswalde, 27 July 2009

Signed by  
Prof. Dr. rer. nat. habil. Vahrson  
(President)